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SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Organization & Methods Service DATE: 11 March 1952

FROM : Chief, Classification & Wage Division

SUBJECT: Request for T/O Revision

1. Classification review indicates the following change in the Training Office table of organization:

Support Staff *uv*
Administrative Services Branch
Personnel Section

From: Clerk Typist GS-322 3 U 90
To: Personnel Clerk GS-203 4 U 555

PI

2. If this meets with your approval from a management standpoint, it is requested that the Training Office T/O be revised accordingly.

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 6 NO CHANGE
IN CLASS! /DECLASS/CLASS CHANGED TO: TS S C RET. INST.
NEXT REV DATE _____ REV DATE 5/1/74 REVIEWER 5/19/74 TYPE DOC. FOI
NO. PGS 2 CREATION DATE _____ ORG COMP 11 OFF 22 ORG CLASS S
REV CLASS 4 REV COORD. _____ AUTH: HR 70-3

Approved for Dan Rice
same 3/15/52

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3 March 1952

MEMORANDUM FOR: Chief, Classification & Wage Administration Division.

ATT : 
SUBJECT : Position No. 90, OTR/SS.

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1. Request that consideration be given to change of title and grade of the above position from Clerk-Typist, GS-322-3, to Personnel Clerk, GS-200-4.

2. It is felt that the latter title and grade are more appropriate for the duties and responsibilities of the position for the following reasons:

The incumbent is required to display a high degree of clerical skill and personal judgment and tact in performance of the assignment as she is responsible for statistical control of all personnel records and files of OTR including personnel actions, recruitment requests, and job descriptions as well as the required typing. This entails a great deal of personal and telephone contacts with employees of all levels both within OTR and PDC, I&SO etc. Because of the many different categories of employees in OTR, including training projects, as regards type of security clearance and limitations of assignment, all having a bearing on the manner in which actions are prepared, processed, and controlled, the incumbent is required to display a great deal of initiative and security consciousness, as well as to work effectively under pressure.



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Personnel Officer, TRS

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